

November 2016 VSP Newsletter

Hi folks! This is the monthly installment of a Voluntary Stewardship Program (VSP) informational newsletter. Please sign up to receive the newsletter [here](#). Feedback is welcome at beller@scc.wa.gov.

REGIONAL MEETING SURVEY RESULTS: Last month the Commission asked for your input on whether to hold a regional meeting or meetings on the Voluntary Stewardship program for VSP consultants, county staff, conservation district staff, agency staff, and others. Thanks to all those that contributed as that helped informed the process. The results showed a desire to hold meetings in the West (Olympia) / Central (Moses Lake) part of the state in January/February. We have already begun work on securing locations and will let you know when we have more details.

JOINT VSP TECHNICAL PANEL AND STATEWIDE ADVISORY COMMITTEE MEETING ON NOVEMBER 9, 2016: The VSP Technical Panel (TP) and Statewide Advisory Committee (SAC) met on November 9, 2016 and discussed a number of issues, including the ramifications of a work plan that addresses just one critical area while leaving the other four to regulation under an existing critical areas ordinance, the TP and SAC work plan decision making procedure framework, and monitoring resources for work groups. Notes from that meeting are being developed. Presentations and documents discussed at the meeting are available on either the [TP web page](#) or [SAC web page](#) - please check there for more details. The meeting was in-person and webinar format, and the webinar recording will be posted on the TP and SAC web pages.

JANUARY 4, 2017 JOINT MEETING OF THE TECHNICAL PANEL AND STATEWIDE ADVISORY COMMITTEE: The next joint meeting of the TP and SAC will be January 4, 2017, from 8:30 am-12pm. The in-person meeting locations will be in Lacey and Colville, and the meeting will also be available by webinar. Full details will be available on the [TP web page](#) or [SAC web page](#). Please register for VSP Technical Panel & Statewide Advisory Committee meeting on Jan 4, 2017 8:30 AM PST at:

<https://attendee.gotowebinar.com/register/6634114890989594625>

After registering, you will receive a confirmation email containing information about joining the webinar.

VSP TECHNICAL PANEL AND STATEWIDE ADVISORY COMMITTEE MEETING MINUTES: Meeting minutes for both the VSP Technical Panel (TP) and VSP Statewide Advisory Committee (SAC) can be found on their web pages - [here](#) for the TP and [here](#) for the SAC.

VSP TIMELINE DOCUMENTS: The VSP work group timeline documents that the TP and SAC have been working to complete are finished and available for review, use and download on the

Commission's [VSP Workgroups web page](#) under the "VSP Process, Roles and Responsibilities" tab. A direct link to the VSP Work Group Timeline document is [here](#). A direct link to the VSP 5 Year Report Timeline is [here](#). The timeline documents are important to each work group as the deadlines for certain actions in VSP are captured there. If you have any questions, please contact me.

VSP MONTHLY CONSULTANT Q&A: The December webinar for all those interested in VSP at a statewide level is coming up on **Thursday, December 15 from 9am-9:30am**. This conference call is meant to be a Q & A on VSP for all 27 VSP opt-in counties. The purpose of the call is to be a forum to disseminate information about VSP on a statewide level and to answer VSP related questions. It is open to any who want to phone in, but mainly directed at County staff, Conservation District staff, and consultants and facilitators responsible for VSP. ***Please note the December Q&A call has moved from Dec 8 to December 15th.***

If you've forgotten the registration link to sign up for the webinars, I've added a link on the [VSP Workgroups web page](#) under the "webinars" tab, and have included the link here as well:

<https://attendee.gotowebinar.com/rt/3230111551780226050>

After registering, you will receive a confirmation email containing information about joining the webinar.

Links to past webinar recordings are available on the [VSP Workgroups web page](#).

VSP REIMBURSEMENTS: Remember, the Commission's agency policy requires monthly reimbursement requests for all VSP contracts (as well as any other contracts). We have noticed that there are quarterly requests being sent in. Monthly reimbursement requests allow entities to stay on top of expenses and contract end dates. So, please remember to voucher monthly for VSP expenses.

VSP BILLING FOR LIGHT REFRESHMENTS AT MEETINGS: The Commission's financial staff report that they have recently received reimbursement requests for light refreshments at VSP work group meetings that cannot be processed because the required list of meeting attendees did not accompany the request. Please remember, as per the VSP billing FAQ's, that **a list of meeting attendees must accompany any request for reimbursement for light refreshments at meetings**. For more information, please see the [Billing FAQ](#) or contact [Karla Heinitz](#).

VSP BILLING FOR TRAVEL: Travel is an allowable cost to be billed for under the VSP county contract with the Commission. Travel costs are to be documented as outlined in the FAQ on billing. Travel costs must also abide by all rules and regulations for state travel. For instance, travel must be within state per diem rates (i.e. mileage is currently at \$0.54). If there are any hotel expenses, those would also have to be within state per diem rates. Out of state travel is prohibited without prior authorization from the Commission. State travel rules and regulations are included in the Statewide Accounting & Administration Manual (SAAM), Chapter 10. A link to the SAAM is [here](#). For more information, please see the [Billing FAQ](#) or contact [Karla Heinitz](#).

PUBLIC COMMENT DURING VSP WORK GROUP MEETINGS - As VSP Work Group meetings are meetings subject to the Open Public Meetings Act, please make sure the public has an opportunity to comment during those meetings. Also, please remember to record in the

meeting minutes when those opportunities are provided and what comments were made (if any).

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